

INFORMATION

EXCHANGE

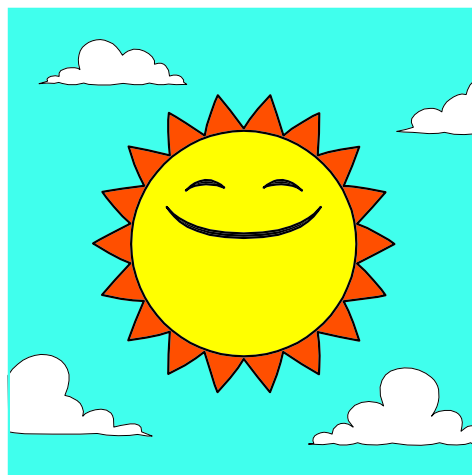
June 1998

Resources for JTPA Programs

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Call The Employment Training Network



For The Greatest Services Under the Sun!

The Employment Training Network (ETN) can assist you with all of your workforce development technical assistance needs - at no cost to your agency! Please call us to help you and your partners by providing:

- * Consultants to train in any area that will improve the delivery of your program services.
- * Resource lending library books, videos, manuals, brochures and CD-ROMs on a wide variety of employment and training topics available for loan (See Page 6).
- * Reimbursement of travel expenses associated with visiting other programs.

Please call Diane Coad at (916) 654-8896 if you receive Job Training Partnership Act (JTPA) funding and are interested in obtaining these services.



Capacity Building Unit Training Update

Fiscal Monitoring Training is Coming!

The Capacity Building Unit (CBU) of the Job Training Partnership Division (JTPD) will soon be offering Fiscal Monitoring training.

This class is being designed for new staff as well as those with some experience in Job Training Partnership Act (JTPA) fiscal monitoring. Below is a sneak preview of topic areas to be covered:

- The scope of fiscal monitoring
- Where to focus your efforts
- What are allowable costs and what are not
- Cost Allocation Plans made easy
- DOL Procurement Technical Assistance Guide on Contract Administration and Monitoring
- What the experts have to say
- Examples of monitoring tools/guides

Please watch for further information on this newly created training class which will be announced via the Internet and JTPD Information Bulletin.

Training for Trainers

The CBU will be offering a two-day Training for Trainers workshop. The intended audience for the workshop is trainers in your organization who have had no formal instruction or, anyone who would like an introductory overview.

The purpose of this workshop is to assist each participant with a practical approach to conducting workshops for clients, techniques for in-house training projects, organizing and evaluating their training session, determining present skills and creating a plan for increasing those skills.

In addition, we will look at adult learning theory and the "difficult workshop" situation.

Two pilot workshops will be conducted in Sacramento on June 23-24 and June 25-26. Each class will be limited to 12 participants.

For further information, please contact Joy Allender at (916) 654-8782 or e-mail her at jallende@edd.ca.gov.

Tulare County Pre-Conference Training

The CBU will conduct pre-conference training for the Tulare County Private Industry Council's School-to-Career & Workforce Development Conference/Summit *"Ethics of Work - The Six Pillars of Strength"*, which will be held in Visalia on July 21-22, 1998.

Classes will include Welfare-to-Work Introduction and Overview, Case Management II/Welfare-to-Work, Business Approach to Job Development and Training for Trainers. Pre-conference training classes will be held on July 20 and 21, 1998.

For more information on conference registration, or to make a reservation for CBU training, please contact Gail McCann at the Tulare County Private Industry Council at (209) 737-4246. Since conference attendance is expected to exceed 400, persons desiring pre-conference training are encouraged to make arrangements as soon as possible.

Current Capacity Building Unit Training

All courses noted on the June Calendar (Page 7) may be requested from the CBU by calling the Job Training Partnership Division at (916) 654-7799 and obtaining a CBU Training Request Form.

This form, as well as a complete listing and description of all courses currently being offered by the CBU, is also available on our website:

<http://www.edd.cahwnet.gov/jtpacb.htm>

Employment, Training and Education - Focus of Yolo County's Welfare Reform Task Force

By Lisa Tadlock and Adele Rothermel

As you may know, the State of California has given counties some discretion in developing program designs for Welfare Reform to meet local needs. The staff at the Yolo County Department of Social Services, Community Partnership Agency, and Private Industry Council, have taken this assignment from the State and have initiated a collaborative effort from interested agencies to develop Welfare Reform and Welfare-to-Work policies.

In the interest of true collaboration, the Board of Supervisors approved a community-wide planning process to assist the Human Services Leadership Team to implement the discretionary areas of Welfare Reform.

Today, we have a 32-member Welfare Reform Task Force, comprised of Yolo County community members, from a multitude of backgrounds, ethnicities, and professions, and six county policy Work Groups, consisting of staff and customers from the different partners involved in Welfare Reform. Each comes together regularly, focusing on how best to meet the needs of Yolo County in the discretionary areas.

The policy groups include: Child Care, Diversion, Substance Abuse and Mental Health Treatment Services, Domestic Violence, Staff Development, and Employment, Training and Education Services. Each group is facilitated by one or two staff members who have had some facilitation experience in the past.

The largest policy group, the Employment, Training and Education Services (ETE) work team, is the exception to using a staff member. Instead, Alex Laiewski, Director of Community Partnership Agency and the Job Training Partnership Act (JTPA) service provider for Yolo County, employed the services of Barbara Shaw of Barbara Shaw Seminars. Her services were made possible through the Employment Training Network and the Job Training Partnership Division Capacity Building Unit.

The purpose behind using an outside facilitator for the ETE work team was based on the large size of the group and the number of different partners involved. Alex and

Meg Sheldon, Director of the Department of Social Services, act as coaches to the team.

The ETE group had their first meeting on January 30, 1998 and will continue to have a total of eight meetings over the duration of the planning process. In the interim the group divided itself into three sub-groups to work on particular sets of objectives and then each group reports back at each meeting as to their progress.

Yolo County has multiple funding sources for ETE services. The challenge is to match the needs of our aid recipients with the services that will move them to employment as quickly as possible, while conforming to the unique and varied mandates of each of the funding sources, within the time-frames allowed. The focus of the ETE team is not only to help clients obtain employment but also to start them down a road of life-long learning, achievement, and success.

The goal of the Employment, Training, and Education work group is to present a final set of recommendations to the Yolo County Welfare Reform Task Force at a series of public meetings in May.

The Task Force will then take the recommendations that are congruent with their overall design and present them to the Board of Supervisors at their June 23rd meeting.

For more information on the Yolo County Welfare Reform Task Force please contact Alex Laiewski at (530) 661-2900.

1998 CalWORKS Partnerships Conference

Registration forms are now available for the 1998 CalWORKS Partnerships Conference, being held in San Diego, California, on December 15-17, 1998.

This conference is intended to benefit all individuals involved in welfare-to-work and workforce preparation programs. Please call (619) 292-2900 Ext. 309 for more information.

California Awarded Storm Damage Funds

California was awarded \$25 million from the federal Secretary of Labor's Job Training Partnership Act (JTPA) Title III National Reserve Account. The funding was awarded in response to the worker dislocation and economic devastation caused by El Niño related storms. An application for an additional \$57.6 has been submitted and is pending consideration.

Funding is used for Temporary Job Creation (TJC). The jobs are designed to clean-up, repair, and reconstruct public and private non-profit property damaged by El Niño storms.

Assistance provided through this grant is limited to those areas the Federal Emergency Management Agency (FEMA) has declared eligible for Public Assistance. The activities under the grant are coordinated with FEMA to insure non-duplication of and maintenance of effort.

The project is administered by the Employment Development Department (EDD) through approximately 32 JTPA Service Delivery Areas (SDAs), the California Conservation Corps (CCC), La Cooperativa Campesina de California on behalf of JTPA, 402 grantees and the Native American Indian Development Council on behalf of JTPA 401 grantees.

The photograph below shows the welcome efforts of the TJC participants with the CCC in clearing the Santa Rosa Creek which parallels Highway 12. The creek was partially dammed by a group of trees uprooted by the high water, causing erosion and trail damage in the nature area.

For additional information on this funding source, please contact Jim Curtis at (916) 654-8275.



Summer Works! - Result of Successful Partnership

Kern High School District and Employers' Training Resource have successfully formed a partnership to provide project-based learning, career development and basic skills education along with summer internships in businesses and non-profit agencies throughout Kern County.

The summer youth program, *Summer Works!*, is unique in providing high school graduation credit to all high school age participants in the areas of basic skills and career development. It is comprised of two primary components serving a total of approximately 2,300 participants. Components are project-based learning and career development (work experience).

Project-based learning may be school-based, service-based, or work-based small business development paid work experience projects. These projects are conducted by a project manager working closely with a credentialed teacher and are structured around SCANS foundation skills and competencies. Approximately 550 participants work in project-based learning assignments.

Career development links participants with work and internships in area businesses and non-profit agencies. Participants attend basic skills instruction, work each day, and receive career development instruction, just as participants in project-based learning. Approximately 1,700 students participate in this component.

All *Summer Works!* participants are engaged in related career development *before-you-work workshops* held prior to placement on work assignment as well as on-going career development *while-you-work workshops*. Career development instruction features pre-employment work maturity skills, knowledge and practices necessary for obtaining and keeping a job, labor market information and construction of a portfolio reflecting summer experience, awards and future plans.

Summer Works! culminates with an awards ceremony featuring occupational seminars, a job fair and an opportunity for students to provide a demonstration of their products.

For more information on this highly successful summer youth program, please contact Dr. Marvin Davisson, Program Supervisor at (805) 322-7492.

SJTCC Career Competencies Committee Addresses Employability Skills Assessment

The State Job Training Coordinating Council (SJTCC), established by the Job Training Partnership Act (JTPA) as the Governor's advisory body for California's workforce preparation system, provides a public forum for issues and policy related to workforce preparation. Several SJTCC committees have been established to address such issues.

The Special Committee on Career Competencies was formed to examine the issues associated with the need of California industries and businesses to be able to recruit high-skilled workers.

Over the past year, the Committee has learned that while job and occupation related skill standards are considered important by employers, it is the employability skills (not particular job skills) that have continued to surface as a primary concern. Employability skills are those skills that a person must possess to work efficiently and effectively in the workplace. The message received by Committee members from the employer community is that they would prefer to hire employees who possess employability skills and are, therefore, capable of being trained for specific jobs. Employers

are also generally willing to bear the cost for job training once they have an employee who possesses these skills and behaviors.

The challenges now facing the Committee are in identifying what processes are available to evaluate employability skills assessment tools, who uses these tools and to what benefit, and whether they should be coupled with job skills assessment in publicly-funded workforce preparation and job placement programs.

In an effort to meet these challenges, the Committee is undertaking a research project to be headed by Dr. Paul Bott, California State University, Long Beach. Dr. Bott will be conducting an in-depth study on employability skills and assessment tools. The results of his findings are to be completed by August of this year. The Committee plans to share the findings with leaders in both the workforce preparation and employer communities.

If you have comments or would like additional information, please call Linda Rogaski at (916) 657-0294 or Bob Thomas at (916) 654-7599. You may visit the SJTCC home page at: <http://www.sjtcc.cahwnet.gov>.

Welfare-to-Work Solicitation for Proposals Released

The Department of Labor (DOL) issued the Welfare-to-Work (WtW) Interim Final Rule, November 18, 1997, which implemented the WtW grant provisions. The regulations not only provide for the Governor to establish a formula to distribute 85 percent of the State allotment to the Service Delivery Areas (SDA), but includes the proviso that "of the funds allocated to the State, up to 15 percent of the funds may be retained at the State level to fund projects that appear likely to help long-term recipients of assistance enter unsubsidized employment."

A Solicitation for Proposal (SFP) process is being used to make available up to \$23 million of the 15 percent WtW grant funds to private, non-profit organizations, for profit organizations, and public entities. An SFP was released on May 18, 1998.

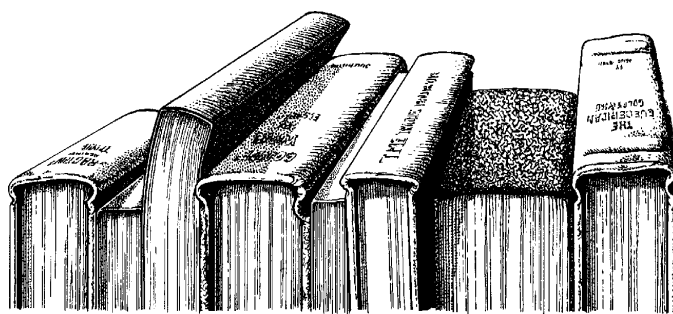
To assist local efforts in the development of grant proposals, a total of six bidders' conferences will be held. Sessions are currently scheduled between June 2-11 in central California, the San Francisco Bay Area, the Los Angeles

area, and San Diego. Attendees will receive an overview of the SFP and will have an opportunity to ask questions relating to the SFP document and process. The bidders' conferences are scheduled to begin at 9:00 a.m. and end at 12:00 p.m. Following each bidder's conference, a general grant writing assistance workshop will be conducted from 1:00 to 3:00 p.m.

The SFP Forms and Instructions Supplement is available in electronic format. You can download the forms at <http://www.edd.cahwnet.gov/wtowform.htm>, e-mail a request for forms to JTPDLIB@edd.ca.gov (put "Welfare Grant" in subject line) or submit the Request for Electronic Proposal Form (FWB98-6A) via fax or mail to request a diskette. The deadline for receipt of proposals is 5:00 p.m. Friday, July 17, 1998. Projects are expected to begin on September 30, 1998.

For further information and clarification, please contact the Employment Development Department Job Training Partnership Division, Welfare-to-Work Coordination Unit at (916) 654-7799.

Check It Out!



WORKFORCE PREPARATION

Workforce 2020, Work & Workers in the 21st Century, Hudson Institute (J1723)

What Works at Work, A Guide to Unlocking the Secrets of the Workplace, Chancellor's Office, California Community Colleges (J1737)

ONE-STOP

Making the Employer Connection: A Toolkit for One-Stops, National Alliance of Business (J1732) CD ROM

One-Stop Career Center System Marketing Brochure, National Alliance of Business (J1733)

Making the Workplace More Receptive to Women in Nontraditional Jobs, What Trainers Need to Know, Wider Opportunities for Women, Inc. (J1727)

Nontraditional Employment Policy Package, Wider Opportunities for Women, Inc. (J1728)

Apprenticeship and the Blue-Collar System, Putting Women on the Right Track, Connections Leadership Project, Williams Unified School District (J1729)

Nontraditional Employment for Women Resource Manual, Silicon Valley Private Industry Council (J1731)

MANAGEMENT SKILLS

New Supervisor: Skills for Success, Jossey-Bass Publishers (J1738)

Training Managers to Train, Crisp Publications (J1739)

U.S. DEPARTMENT OF LABOR

Job Training Partnership Act-Title II Assessment Training, U.S. Department of Labor, Employment & Training Administration (J1742) CD ROM

Job Training Partnership Act-Title II Eligibility Training, U.S. Department of Labor, Employment & Training Administration (J1743) CD ROM

Case Management Training, U.S. Department of Labor, Employment & Training Administration (J1744) CD ROM

Targeting, Outreach, & Recruitment, U.S. Department of Labor, Employment & Training Administration (J1745) CD ROM

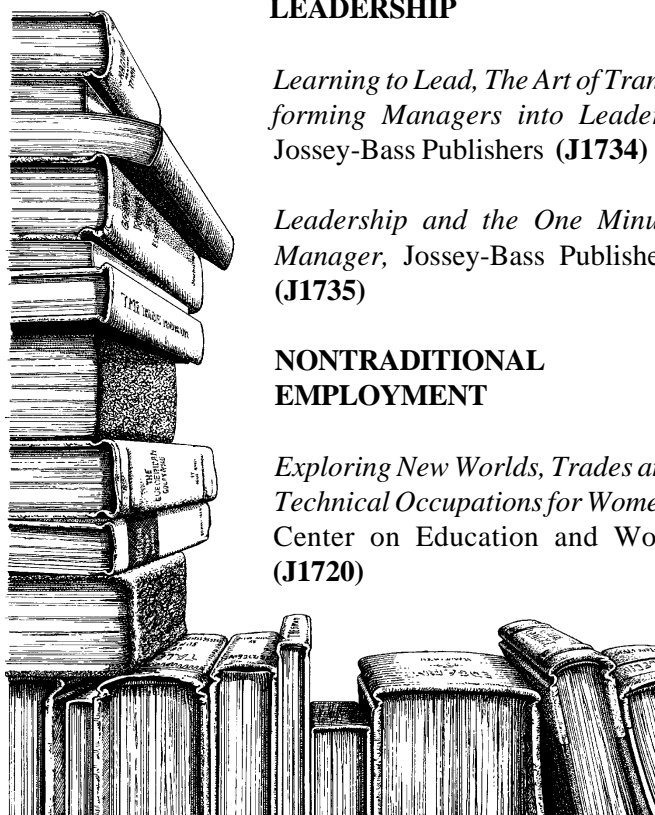
LEADERSHIP

Learning to Lead, The Art of Transforming Managers into Leaders, Jossey-Bass Publishers (J1734)

Leadership and the One Minute Manager, Jossey-Bass Publishers (J1735)

NONTRADITIONAL EMPLOYMENT

Exploring New Worlds, Trades and Technical Occupations for Women, Center on Education and Work (J1720)



TO BORROW RESOURCES LISTED ABOVE CALL: (916) 654-8386

INFORMATION EXCHANGE

June 1998

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
	<div>Case Management II - Welfare-to-Work <i>San Joaquin County</i></div>			
	<div>Welfare-to-Work - Introduction & Overview <i>San Bernardino County</i></div>			<div>SDA Administrators Quarterly Meeting <i>Orange County</i></div>
8	9	10	11	12
	<div>JTPA 101 - Introduction & Overview <i>Sacramento Employment & Training Agency</i></div>			
	<div>Case Management <i>Los Angeles City</i></div>			
	<div>EEO Training <i>Napa County</i></div>	<div>Welfare-to-Work - Introduction & Overview <i>Napa County</i></div>		
15	16	17	18	19
	<div>Business Approach to Job Development <i>Los Angeles City</i></div>		<div>Case Management II Welfare-to-Work <i>NCCC - Yuba City</i></div>	
	<div>Case Management II Welfare-to-Work <i>NCCC - Willows</i></div>	<div>Welfare-to-Work - Introduction & Overview <i>SELACO</i></div>		
		<div>Presentation Skills <i>Tulare County</i></div>	<div>Advanced Presentation Skills <i>Tulare County</i></div>	
22	23	24	25	26
	<div>Case Management II Welfare-to-Work <i>NCCC - Clear Lake</i></div>	<div>JTPA Eligibility Workshop <i>Los Angeles County</i></div>	<div>JTPA Eligibility Workshop <i>Carson/Lomita/Torrance</i></div>	
	<div>Training for Trainers <i>Sacramento</i></div>		<div>Training for Trainers <i>Sacramento</i></div>	
29	30			
	<div>Case Management II - Welfare-to-Work <i>Kern/Inyo/Mono</i></div>			

* Shaded boxes = Capacity Building Unit sessions

INFORMATION EXCHANGE

EMPLOYMENT TRAINING NETWORK

c/o EDD/JTPD

PO Box 826880 MIC 69

Sacramento, CA 94280-0001

THE EMPLOYMENT TRAINING NETWORK *Resources for JTPA programs*

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The Employment Training Network is an information dissemination project which provides one-to-one consultations, staff workshops and resources exclusively for California's JTPA programs. Through statewide networking, the Employment Training Network staff is able to offer diverse technical services using consultants in a variety of JTPA-related areas. SDAs/PICs and their contractors may benefit from the following services, free of charge:

- consultant services - to enhance staff's skills, knowledge, and motivation
- program site visits - staff reimbursement provided for travel expenses
- resource library - up-to-date books, manuals and videos in a multitude of topics on loan for three weeks
- referrals - to other employment and training programs
- added extras - informative newsletters announcing upcoming workshops, new resources, etc.

The Employment Training Network technical assistance services are available upon request to SDA/PIC staff members or contractors operating JTPA programs in schools, community colleges, community-based agencies, adult education programs, County Offices of Education and ROPs. ETN staff: Diane Coad, Project Manager and Janine Cota, Administrative Secretary. JTPA funded agencies may receive Employment Training Network services by calling (916) 654-8896.

EDD is an equal opportunity employer/program.